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195 52-53 File No 94-52

(C M) Serial No 1

Previous Peferences

C M 4-50-6

Later Referenees

GENERAL AND REVENUE SECRETARIAT

Serial Nos

Part B for March 53

SUBJECT

Diary to be maintained by the Executive officers & Revenue officers

WD 01425—GPB—25 000—1 9 19 2

L 21319-21 / 19 10-3 53

Asst MC Comm Mysore (P&D)

" " Davangere (P&D)

" C S A D B Lno

" Instructs

1042/ms
12 12 82 Duty to be maintained by Executive officers

submitting with a copy of circular No 279 84 - 8101 / MS 10 - 52 - 49 & 25 - 8 - 52 issued previously a model form of question as to whether the Revenue officer of Dungarpur Municipality may also be asked to maintain diary of the work done by him in the same form has to be examined in the Municipal Section of offices, this shall be referred to the Section

so closed
it does
Ce
12/12/82

Ma
12/12

Sir MAS

2) The position of a City Municipality is a very different from that of a Town Municipality in a Town Municipality the Executive Officer drafted from the permanent Services is the Chief Executive Officer, he works subject to the control of only the President who is a non official elected to the office at first every year or once in three years. To ensure prompt and regular discharge of the duties, maintenance of a Diary, in the form prescribed in the enclosed Circular is necessary for [illegible] In the case of a City Municipality the Chief Executive Officer is the Collector and the Revenue Officer works under the direct control and Supervision in regard to many of the items mentioned in the form, the ultimate Responsibility lies on the Collector and not the Revenue Officer Similarly the post of the Revenue

ci a city Municipality is not one Corporation
under the Act and he therefore
no Statutory powers ~~of the Corporation~~
~~of the Municipality~~ When the
Commr is responsible for all Catches
and omissions ci a city Municipality,
the Ordinance or the Rev Officer making
a Order may not serve the purpose
which it is intended to serve ci
a Town Municipality Hence basing on
precedent of a town Municipality, the
Rev-Officer of a City Municipality may
not, ci all appropriateness, be required
to make a Order ci the Form for

This post is created by an ordinance but order to avoid the Commr

3) There are now two City Municipalities
ci the State of Mysore and Bldr viz
the Mysore City Municipality. The Rev Officer
is of the State of an Assistant who
cannot be asked to make a Order
as is expected of a chief Executive Officer
of a Town Municipality ~~Incharge~~
city. A chief Executive Officer (Rev)
is however posted as Rev Officer to
Discharge City Municipality to ecconomise
expenditure This perhaps may not be a
sufficient reason to reject or turn only
to make such a Order when ci the
Sister Municipality of Mysore, the Rev Officer
does not make ~~a~~ Order it

4) In a city Municipality the Commr
is directly responsible to Govt for the efficient
functioning and it is therefore for the

Serial No

Commissioner over to devise ways & follow, ~~accepted~~ the Revenue officer and to ~~take~~ ~~care~~ more fruitful

5) In view of the above facts I request for consideration, orders whether it is necessary for the Revenue officer of this Municipality to maintain a Diary as this forms enclosed as in this case of chief executive officers of Town Municipalities

Rec 16/IV/52 6) If the Revenue officer Mysore City Municipality Sd/- 16/IV is not maintaining a diary, it has to construed as an omission on his part He is of the Status of an Amildar and the necessity to maintain a diary is all the more great He is not a personal Assistant to the Municipal Commissioner sitting in the office and attending to office papers He is an executive officer and is mainly responsible for collection of all arrears due to the Municipality The Comr in her multifarious duties, cannot personally attend to the collection of Revenue ~~Hence~~ In the recent HI meeting at Mysore the HI d discussed the subject Relating to

heavy arrears and said that executive officers are not prompt in their work This had appeared in Papers

7) Further, there will be Cases also that have to be brought before Court, and these Revenue Officers who have Caught the Smugglers or who have distrained the properties, have to appear before magistrates and depose facts known to them The maintenance of a diary will be a valuable record and it will give an age of what the officer has done and the maintenance of the same will be of immense help to the office as well as to the officer

8) Thirdly, as executive officers, it is very necessary, that they should record what they did on each day and find out how far they have improved the work during the month The Comr also will be able to know at the end of the month, by a mere perusal of the abstract, whether there has been appreciable progress in the work If there is any slackness on the part of the Rev officer, the Comr may review the diary and give instructions to the Rev officer

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diary to be maintained by executive officers

once a month Of the diary is not insisted upon, the Revenue officers are likely to waste their time or spend their time by accompanying the Comr on all occasions.

9) Taking all these into consideration and also the fact that the collection work both in Bangalore and Mysore Municipalities has been neglected, I personally feel that the maintenance of the diaries must be insisted upon by both.

10) For orders

18/12

Secy (LSG)

11) I agree that it is necessary for the Revenue Officers also to maintain diaries and that they should be reviewed by the Commissioners. The form given for Engrs in the Govt Order of 25/8/52 may be adopted with suitable modifications. Writing up of a diary is a good habit. It forces the Officer to think at the end of each day if he has utilised the time according to a plan and has done a good days work

12) For personal perusal of Hon'ble Minr (LSG)

21/12

23/12

13) 28/12/52

31

SECRET 20 DEC LSGD

OFFICE OF THE MINISTER FOR PUBLIC HEALTH & LOCAL-SELF GOVERNMENT 23 DEC 1952 No. 5928

GOVERNMENT 1270 DEPARTMENT

Diary to be maintained by Asst Rev officers of city Municipalities

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(b) The forms of Diary prescribed for Executive officers in this circular of 25 8-52 will be adopted for the Rev officers of the City Municipalities with the following modifications :-

Para 2 Recoveries as per audit objections In a City Municipality the Cashier is responsible for such Recoveries Hence this will be omitted

Para 3 — petitions This is also the Cashiers Responsibility, in fact in the Mysore City Municipality this is a separate section and employs Section working directly under the Cashier This may also perhaps be omitted

Para 7 Detection of octroi Smuggling Cases In Mysore City Municipality there is a separate octroi Superintendent with necessary Staff to look after octroi Collections and detect Smuggling The Rev officer at Mysore may not therefore be required to report in his diary on this item of work In Bangalore City Municipality there is no separate octroi Superintendent as in Mysore and the Rev officer is responsible

Toilet

Diary to be maintained by the Rev officers of City Municipalities

for the Collection of octroi also this diary should therefore include these columns on account of this reason there cannot be a Common form for this diary to be maintained by the Rev officers of Mysore city and Davangere city Municipalities and Report forms and to be prescribed and without these Rows 15) where the Rev officers are required to maintain diaries, it is for Consideration whether, the octroi Superintendent of the Mysore city Municipality should not also maintain a Diary in Particular in respect of octroi Collections of the ~~has to~~ maintain one, the diary may detail the progress of work on the following columns -

octroi - 1) opening Balance -
2) Collections during the month
3) Total
4) Collections during the previous month
5) No of octroi Smuggling Cases detected and Reported
6) No of Records pending at the beginning of the month
7) No received during the month
Total
8) No, disposed of
9) Balance at the end of the month

7042 [illegible]

Diary to be maintained by the Rev Officers of the Municipalities

16) Stage for orders - [illegible]

[illegible] 29/1/53 [illegible] 17) [illegible] Return [illegible] Nos 2 [illegible] 3 [illegible] with [illegible] para 16(2) Put up a draft [illegible] 29/1/53 The [illegible] Superintendent [illegible] the [illegible] maintain [illegible] Diary

3 or 4

N [illegible] Put up for approval

18)

[illegible] 20/2/53

Secy [illegible])

[illegible] 3/3/53

SECRETARIAT 3368 26 FEB

To

The Ml Comm Mysore [illegible]

Chief Predl.

" Ml Comm Bgore (Supdly)

[illegible]

L 21319-21/cr994-52-1

dated 10-3-53

Prescribing transmission of Diaries by the Revenue Officers of the Municipalities

6/4

/C m 94-32.

8 copies

No L 21319-21 Dt 10 3 53

OFFICIAL MEMORANDUM

The Revenue officers and Octroi Superintendents working in the City Municipalities are not in the habit of maintaining diaries though the nature of the duties performed by them necessitates maintaining ~~one~~ new writing up of a diary enables the officer to assess progress and forces him to think at the end of each day whether he has ~~utilised time~~ worked according to a plan

It is therefore considered necessary that the Revenue Officers and Octroi Superintendents in City Municipalities should also maintain diaries in the form appended hereto and submit them to the Commissioner before the 5th of every month

With a view to systematising the submission and scrutiny of diaries, the following instructions are laid down -

(a) The diary should in no case be delayed beyond the 5th of the succeeding month It should ordinarily be a record of day to day work done and ~~instructions~~ inspection made and its scrutiny should be limited to seeing that adequate work has been done and that intelligently

(b) The diary should invariably be reviewed by the Commissioner immediately on receipt and any observation made thereon should be communicated to the officer concerned for guidance

(c) Whenever any subject is deemed

important enough to require following up, a separate communication should be addressed, a mere mention of it above being made in the diary

(d) The original copy of the diary maintained by each officer is a municipal document and ought to form part of records of the office and it should be handed over to the incoming officer

Instructions given above should be strictly adhered to

L S G Secy

To

1) The Revenue Officers of Regional Offices and Passengers Facilitation Centres through their respective Presidents

2) " Controller, SAD

Q2

FORM OF

1 Diary of Sri
2 Designation
3 Name of the Municipality

For the month of 19 (to b

Date	Place visited	Natu reserv n

ABSTRACT OF THE DIARY (TO BE PUT UP

1 D C B of taxes and other dues —
Opening balance
Demand during the month
Total
Collections
Closing Balance

2 (i) Amount to be recovered at the beginning of the month as per audit objection
(ii) Amount objected to during the month
(iii) Total
(iv) Total amount recovered during the month
(v) Balance at the end of the month

3 Petitions —
(i) Number of petitions with the Executive Officer at the beginning of the month
(ii) Number received during the month
(iii) Total
(iv) Number enquired into and report submitted to the President
(v) Balance at the end of the month

4 Records —
(i) Number of records pending at the beginning of the month with the Executive Officer
(ii) Number of records received during the month
(iii) Total
(iv) Number of records attended to and submitted to the President during the month
(v) Balance pending with the Executive Officer at the end of the month

5 Number of unauthorised constructions detected by the Executive Officer during the month and reported to the President —

6 (i) Number of distraint warrants with the Executive Officer at the beginning the month
(ii) Number of distraint warrants received during the month
(iii) Total
(iv) Number of distraint warrants executed during the month
(v) Balance at the end of the month

7 Number of cases smuggling cases detected and reported to the President

(P 70)

WD 3311—GPB—200—6 9 52

Where a Separate Collection Superintendent is appointed for the Municipality the abstract of the diary should contain the following particulars. This information need not be furnished by the Municipal Collectors but should be furnished by the Municipality.

Collection - (1) Opening Balance

(2) Collections during the month

(3) Total

(4) Collection during the previous month

(5) Number of defaulting cases detected and reported

(6) Number of accounts pending at the beginning of the month

(7) Number received during the month

(8) Number disposed of

(9) Balance at the end of the month

Rev. Dr. 11.5.54

GOVERNMENT OF MYSORE Mysore Government Secretar
General and Revenue Secretariat

No L 2131-1/c M 94-52-1 Dated Bangalore 10 3 1953

OFFICIAL MEMORANDUM
ENDORSEMENT

The Revenue Officers and Octroi Superintendents working in City Municipalities are not in the habit of maintaining diaries the nature of the duties performed by them necessitates maintain Writing up of a diary enables the officer to assess progress and forces him to think at the end of each day whether he has worked according to a plan.

It is trerefore considered necessary that the Revenue Officers and Octroi Superintendents in City Municipalities should also maintain diaries in the form appended hereto and submit them to the Commissioner before the 5th of every month

With a view to systematising the submission and scrutiny of diaries, the following instructions are laid down -

(a) The diary should in no case be delayed beyond the 5th of the succeeding month It should ordinarily be a record of day to day work done and inspections made and its scrutiny should be limited to seeing that adequate work has been done and that intelligently

(b) The diary should invariably reviewed by the Commissioner — on receipt and any observation made thereon should be communicated to the officer concerned for guidance

(c) Whenever any subject is deemed important enough to require following up, a separate communication should be addressed, a mention of it above being made in the diary

(d) The original copy of the diary maintained by each officer a municipal document and ought to form part of records of the office and it should be handed over to the incoming officer

Instructions given above should be strictly adhered to

(V Harumanthappa)
Secretary to Government,
Local & Planning Departments

The Municipal Commissioners of Mysore City Municipality
Davangere City Municipalities (thro' the respective
Controller, State Accounts Departments, Bangalore.

-8/7/3

END OF DIARY.

...ry of Sri

...signation

...me of the Municipality

For the month of 195 (to be submitted before the ... of the succeeding month)

Date	Place visited	Nature of work done (to be separately and intelligently reported for the respective areas or for the whole report)

ABSTRACT OF THE DIARY FOR THE MONTH

	Assessed Taxes	Profession Tax	Water Tax
1 DCB of taxes and other dues:			
Opening balance			
Demand during the month			
Total			
Closing balance			
2 (i) Amount to be recovered at the beginning of the month as per audit objection			
(ii) Amount objected to during the month			
(iii) Total			
(iv) Total amount recovered during the month			

3 Petitions:

1 Number of petitions with the Executive Officer at the beginning of the month

ii) Number received during the month

iii) Total

iv) Balance at the end of the month

v) Balance at the end of the month

4 Records:

i) Number of records pending at the beginning of the month with the Executive Officer

ii) Number of records received during the month

5

4 (iii) Total

(iv) Number of Balance pending with the Executive Officer at the end of the month

5 Number of [illegible] constructions detected by the Executive Officer during the month and reported to the President

6 (i) Number of distraint warrants with the Executive Officer at the beginning of the month

(ii) Number of distraint warrants received during the month

iii) T o t a l

iv) Number of distraint warrants executed during the month

v) Balance at the end of the month

7 Number of octroi smuggling cases detected and reported to the President

Where a separate Octroi Superintendent is appointed for the Municipality the abstract of his diary should confine to the following particulars. This information need not be furnished by the Revenue Officer, when the Octroi Superintendent submits his Diary.

Octroi - (1) Opening Balance
2) Collections during the month
3) Total
4) Collection during the previous month
5) Number of octroi smuggling cases detected and reported
6) Number of records pending at the beginning of the month
7) Number received during the month
8) Number disposed of and
9) Balance at the end of the month.

(V Ramamurthy)
for Secretary to Government,
L S G & Planning Departments

knr-10/7/3

GOVERNMENT OF MYSORE (6)
Mysore Government Secretariat
General and Revenue Secretariat

No: L 21319-21/C M 94-52-1 Dated Bangalore 10 3 1953.

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(b) The diary should invariably reviewed by the Commissioner — on receipt and any observation made thereon should be communicated to the officer concerned for guidance

(c) Whenever any subject is deemed important enough to require following up, a separate communication should be addressed, a mere mention of it above being made in the diary.

(d) The original copy of the diary maintained by each officer is a municipal document and ought to form part of records of the office and it should be handed over to the incoming officer

Instructions given above should be strictly adhered to

(V.Harumanthappa)
For Secretary to Government,
L S G & Planning Departments

To

The Municipal Commissioners of Mysore City Municipality and Dav nere City Municipalities (thro' he respec ive Presidents)
* Controller, State Accounts Departments, ban alore

krr-8/7/3

FORM OF DIARY.

1 /ary of 'ri

2 esignation

3 Name of the Municipality

or the month of . . . 193 (to be submitted before the 5th of the succeeding month)

Date	Cases visited	Nature of work done (Summarise briefly and initial daily referring details for the respective files or form a special report)

ABSTRACT OF THE DIARY (TO BE PUT UP ON THE FACIAL COVER OF THE DIARY)

	Taxes	Tolls	Octroi	Other Miscellaneous dues
1 D C B of taxes and other dues				
Opening balance				
Demand during the month				
Total				
Closing balance				
2 (i) Amount to be recovered at the beginning of the month as per audit objection				
(ii) Amount objected to during the month				
(iii) T o t a l				
(iv) Total amount recovered during the month				
Petitions:				
1 Number of petitions with the Executive Officer at the beginning of the month				
ii) Number received during the month				
iii) Total				
iv) Balance at the end of the month				
v) Balance at the end of the month				
4 R e c o r d s:				
i) Number of records pending at the beginning of the month with the Executive Officer				
ii) Number of records received duri the month				

(iii) Total

(iv) Balance pending with the Executive Officer at the end of the month

Number of unauthorised constructions detected by the Executive Officer during the month and reported to the President.

(i) Number of distraint warrants with the Executive Officer at the beginning of the month

(ii) Number of distraint warrnts received during the month

iii) T o t a l

iv) Number of distraint warrants executed during the month

v) Balance at the end of the month

Number of octroi smuggling cases detected and reported to the President

Where a seperate Octroi Superintendent is appointed for the Municipality the abstract of his diary should confine to the following particulars This information need not be furnished by the Revenue Officer, when the Octroi Superintendent submits his diary.

Octroi - (1) Opening Balance
2) Collections during the month
3) Total
4) Collection during the previous month
5) Number of octroi smuggling cases detected and reported
6) Number of records pending at the beginning of the month
7) Number received during the month
8) Number disposed of and
9) Balance at the end of the month.

(V Hariharthevar)
Dy Secretary to Government,
L S G & Planning Department.

knr-10/7/3